

19. Fire prevention and control:
- ☐ Extinguishers
  - ☐ Alarms
  - ☐ Sprinklers
  - ☐ Smoking rules
  - ☐ Exits
  - ☐ Assigned personnel
  - ☐ Safe conditions
  - ☐ Proper storage
  - ☐ Dangerous operations separated
  - ☐ Flammable materials
  - ☐ Explosion-proof fixtures
  - ☐ Waste Disposal

20. Pressure vessels:
- ☐ Experienced personnel in charge
  - ☐ Regular inspections
  - ☐ Good maintenance and repair
  - ☐ Safely located or protected
  - ☐ Safety device equipped
  - ☐ Safe operating practices

21. Conveyors, elevators, and other lifting devices:
- ☐ Shafts protected
  - ☐ Machinery protected
  - ☐ No unauthorized use
  - ☐ Regular inspection
  - ☐ Good maintenance
  - ☐ Safety devices Ok

22. Stairways:
- ☐ Condition good
  - ☐ Steps uniform
  - ☐ No obstructions
  - ☐ Good lighting
  - ☐ Clean
  - ☐ Dry
  - ☐ Wide enough
  - ☐ Handrails
  - ☐ Not too long – not too steep

23. Ladders:
- ☐ Rungs and rails
  - ☐ Rung spacing Ok
  - ☐ Cages (if fixed type)
  - ☐ Safety feet
  - ☐ Not painted
  - ☐ Stored properly
  - ☐ Marked for identification
  - ☐ Inspected regularly

24. Noise
- ☐ Machinery
  - ☐ Building construction
  - ☐ Operations

25. Chemicals, caustics, explosives, flammable liquids, and other dangerous substances:
- ☐ Storage
  - ☐ Handling
  - ☐ Transportation
  - ☐ Protective clothing and equipment
  - ☐ Supervision
  - ☐ Training
  - ☐ Warning signs
  - ☐ Amounts

26. First aid:
- ☐ First-Aid Kits
  - ☐ Stretchers, fire blankets, oxygen

NOTES

FOR QUESTIONS REGARDING  
SAFETY AND HEALTH ISSUES CONTACT:  
CONSULTATION EDUCATION &  
TRAINING (CET) DIVISION  
(517) 322-1809

For further information,  
visit our website at  
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A GUIDE TO:  
✓ SUPERVISOR'S  
✓ SAFETY  
✓ CHECKLIST

(This list does not cover ALL conditions and is intended as a guide only)

- |  |   |   |   |
|--|---|---|---|
| 1. Receiving and shipping:<br><input type="checkbox"/> Dock plates and chocks<br><input type="checkbox"/> Job planning<br><input type="checkbox"/> Layout  | <input type="checkbox"/> Break area/latrines<br><input type="checkbox"/> Waste disposal<br><input type="checkbox"/> Vending machines/food protection<br><input type="checkbox"/> Rodent, insect, vermin control   | 10. Dusts, fumes, gases, vapors:<br><input type="checkbox"/> Exhaust systems – individual or general<br><input type="checkbox"/> Sufficient capacity<br><input type="checkbox"/> Right type<br><input type="checkbox"/> Efficient   | <input type="checkbox"/> No unreasonable time limits<br><input type="checkbox"/> Regulations<br><input type="checkbox"/> Training programs  |
| 2. Piling and stacking:<br><input type="checkbox"/> Projecting materials<br><input type="checkbox"/> Safe Heights<br><input type="checkbox"/> Floor loads<br><input type="checkbox"/> Methods<br><input type="checkbox"/> Locations<br><input type="checkbox"/> Distance from sprinklers   | 7. Electricity:<br><input type="checkbox"/> Equipment, selection & installation<br><input type="checkbox"/> Switches<br><input type="checkbox"/> Breakers<br><input type="checkbox"/> Fuses<br><input type="checkbox"/> Switchboards<br><input type="checkbox"/> Junctions<br><input type="checkbox"/> Circuits overload<br><input type="checkbox"/> Frayed & defective wiring<br><input type="checkbox"/> Modern, approved equipment<br><input type="checkbox"/> Extensions<br><input type="checkbox"/> Tools<br><input type="checkbox"/> Motors<br><input type="checkbox"/> Grounding<br><input type="checkbox"/> Explosion-proof equipment<br><input type="checkbox"/> High voltages labeled | 11. Hand power tools:<br><input type="checkbox"/> Inspection<br><input type="checkbox"/> Storage<br><input type="checkbox"/> Repair<br><input type="checkbox"/> Maintenance<br><input type="checkbox"/> Carrying and handling<br><input type="checkbox"/> Safe use<br><input type="checkbox"/> Proper type<br><input type="checkbox"/> Right size<br><input type="checkbox"/> Special tools<br><input type="checkbox"/> Grounding   | 14. Repetitive motion and fatigue:<br><input type="checkbox"/> Muscular strain<br><input type="checkbox"/> Pads and cushions<br><input type="checkbox"/> Rest periods<br><input type="checkbox"/> Chairs and stools   |
| 3. Vehicles:<br><input type="checkbox"/> Unauthorized use<br><input type="checkbox"/> Operating defective vehicle<br><input type="checkbox"/> Reckless/speeding operation<br><input type="checkbox"/> Failure to obey traffic rules<br><input type="checkbox"/> Other  | 8. Lighting:<br><input type="checkbox"/> Modern, permanent installation<br><input type="checkbox"/> Bright enough<br><input type="checkbox"/> Well diffused<br><input type="checkbox"/> Approved installation<br><input type="checkbox"/> Independently controlled<br><input type="checkbox"/> Not in way<br><input type="checkbox"/> No flicker<br><input type="checkbox"/> Reflection<br><input type="checkbox"/> Proper type<br><input type="checkbox"/> Supplementary lighting  | 12. Machinery:<br><input type="checkbox"/> Unattended machines operating<br><input type="checkbox"/> Emergency stops not operational<br><input type="checkbox"/> Platforms/ladders/catwalks<br><input type="checkbox"/> Instructions to operate/stop posted<br><input type="checkbox"/> Maint. being performed on machines in operation<br><input type="checkbox"/> Guards in place<br><input type="checkbox"/> Pinch Points<br><input type="checkbox"/> Safety devices Ok  | 15. Lifting:<br><input type="checkbox"/> Proper grip<br><input type="checkbox"/> Safe footing<br><input type="checkbox"/> Back straight<br><input type="checkbox"/> Knees bent<br><input type="checkbox"/> Object not too heavy, slippery, poorly shaped, bulky, etc<br><input type="checkbox"/> Steady motion<br><input type="checkbox"/> Carry Slowly |
| 4. Mechanical material handling:<br><input type="checkbox"/> Power cranes<br><input type="checkbox"/> Bridge cranes<br><input type="checkbox"/> Monorails<br><input type="checkbox"/> Hoists   | 9. Heating and ventilation:<br><input type="checkbox"/> Warm enough<br><input type="checkbox"/> Cool enough<br><input type="checkbox"/> Dampness<br><input type="checkbox"/> Good, natural, or artificial ventilation<br><input type="checkbox"/> Humidity Ok   | 13. The machine operator:<br><input type="checkbox"/> Experienced and trained<br><input type="checkbox"/> Cleans machine safely<br><input type="checkbox"/> No oiling, adjusting when machine is in motion<br><input type="checkbox"/> Safe clothes and shoes<br><input type="checkbox"/> Uses personal protective equipment<br><input type="checkbox"/> Uses feeding devices<br><input type="checkbox"/> Checks machine before starting<br><input type="checkbox"/> Neat – stores tools etc. properly<br><input type="checkbox"/> Lifts safely | 16. Protective clothing and equipment:<br><input type="checkbox"/> Shoes, gloves, goggles, hats, respirators, etc.<br><input type="checkbox"/> Close-fitting clothes<br><input type="checkbox"/> Easy-to-remove clothing<br><input type="checkbox"/> Good maintenance   |
| 5. General area:<br><input type="checkbox"/> Floor condition<br><input type="checkbox"/> Special purpose flooring<br><input type="checkbox"/> Aisle, clearance/markings<br><input type="checkbox"/> Floor openings, require safeguards<br><input type="checkbox"/> Railings, stairs temp./perm.<br><input type="checkbox"/> Dock board (bridges plates)<br><input type="checkbox"/> Piping (water-steam-air)<br><input type="checkbox"/> Wall damage<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Other |   |   | 17. Horseplay:<br><input type="checkbox"/> Big cause of accidents   |
| 6. Housekeeping:<br><input type="checkbox"/> Floors<br><input type="checkbox"/> Machines   |   |   | 18. Maintenance:<br><input type="checkbox"/> Regular schedule<br><input type="checkbox"/> Effective<br><input type="checkbox"/> Trained personnel – (electricians for electric work, etc.)<br><input type="checkbox"/> Good materials and parts<br><input type="checkbox"/> Safe methods<br><input type="checkbox"/> Machinery shut down and locked?    |